

# California Department of Veterans Affairs



*Honoring California's Veterans*

**Classification:** CHIEF, MEDICAL ADMINISTRATIVE SERVICES  
**\$4272-\$5148.00 per Month Full Time-Limited Term**

**Location:** Veterans Home of California-Barstow

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.

**Duties and Responsibilities:** *Under supervision from the Veterans Home Administrator:*  
  
Supervises, plans, organizes and directs the functions of the Medical Administrative Service to insure the needs of residents are met. Eligibility determination, admission and discharge processing, reception activities, scheduling admissions and clinic visits, record management. Plan, develop and supervise a system of medical record management on all units and in inpatient clinic for domiciliary members. Review audit reports, summarize and present deficiencies to involved disciplines. Maintain confidentiality of medical records. Assure Medicare and Professional Standards Review Organizations requirements are met. Prepare and submit VA reports for resident eligibility and reimbursements.

**Desirable Qualifications:**

- Ability to plan, organize, direct, and evaluate the administrative services of a health care facility to meet treatment and training needs.
- Ability to analyze data and make recommendations.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to analyze situations accurately and take effective action

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Barstow  
100 E. Veterans Parkway  
Barstow, CA 92311  
**Attn: Angie Reimer**

**Inquiries:**  
Voice: (760) 252-6282  
TDD: (760) 252-6234

**Final Filing Date: Until filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 04/16/08